



## Capital Planning Committee

Capital Plan for FY2022 (July 1, 2021 – June 30, 2022)  
5-Year Plan for FY2022 – FY2026

Date: Thursday, October 1, 2020  
Time: 5:00pm-7:00pm  
Location: Zoom Meeting

### Minutes

Attendance: Joseph Barr,  
Ida Cody,  
Kate Leary,  
Kate Loosian,  
Phyllis Marshall,  
Michael Mason,  
Chris Moore,  
Angela Olszewski,  
Sandy Pooler,  
Jon Wallach,  
Julie Wayman, Management Analyst  
Timur Kaya Yontar.

Not in attendance: None

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**Meeting Opened:** Mr. Yontar called the meeting to order at 5:03pm. The minutes of the meeting of September 17, 2020 were reviewed and unanimously approved (moved by Mr. Wallach, seconded by Mr. Moore).

**Committee Membership:** Mr. Yontar reminded Committee members about the need to complete the mandatory State ethics training, as well as the need for new members to be sworn in by the Town Clerk.

**Subcommittees:** Mr. Yontar reviewed the membership of the Subcommittees:

- Public Works & Recreation Subcommittee: Mr. Barr, Ms. Leary, and Ms. Marshall- reviews DPW (Highway, Engineering, Water + Sewer, Cemetery, Natural Resources) and Recreation Department (Parks + Playground, Rink)

- Administration: Ms. Cody, Ms. Loosian, and Ms. Olszewski-reviews Town Manager, Select Board, Legal, Purchasing, Education, Library, Facilities, IT
- Finance: Mr. Moore, Mr. Pooler, and Mr. Wallach-reviews Treasurer, Comptroller, Human Services, Planning + Development, Council on Aging
- Community Safety: Mr. Mason and Mr. Yontar-reviews Fire, Police, Inspectional Services
- Software: Mr. Moore, Mr. Barr, and Ms. Wayman
- Best Practices Subcommittee: Ms. Marshall, Mr. Mason, Mr. Moore, Mr. Pooler and Mr. Yontar.

To assist in Subcommittee coordination, Mr. Yontar inquired as to whether Committee members are comfortable with sharing their mobile phone numbers with the rest of the Committee. No members expressed any issues with that, and Mr. Yontar asked that everyone send their mobile phone number to Ms. Wayman.

**Subcommittee Presentation Schedule:** Mr. Yontar led a discussion of the timing of future Subcommittee presentations:

- Public Works & Recreation Subcommittee: Regarding the Department of Public Works Facility (DPW), the Subcommittee is meeting with Michael Rademacher on October 8<sup>th</sup> and will then be ready to present to the full Committee on October 15<sup>th</sup>, including a presentation from Mr. Rademacher and the project design team. The remainder of the DPW requests will be discussed at a subsequent meeting, to provide sufficient time to discuss the Facility on October 15<sup>th</sup>. The Subcommittee is meeting with the Recreation Department on October 7<sup>th</sup> and should be able to present on those requests October 15<sup>th</sup>, time permitting.
- Administration Subcommittee: Of the total of eight departments, the Subcommittee has completed four small ones, which are up for discussion at this meeting. They are meeting with the Library Director on October 2<sup>nd</sup> and then with the Information Technology (IT) Department on October 5<sup>th</sup>. They are then meeting with Arlington Public Schools and the Facilities Department on October 6<sup>th</sup>, but this will likely require at least two meetings to complete. Once these meetings are complete, they can determine when they can present these other departments.
- Finance Subcommittee: The meeting with departments took place earlier today, and they should be able to present their requests on/after October 15<sup>th</sup>.
- Public Safety Subcommittee: The Police Department requests will be discussed tonight and the Fire Department report will be moved to a subsequent meeting. They have not yet met with Inspectional Services, but this will be a brief report.
- Software Subcommittee: No update.
- Best Practices Subcommittee: No update, but an email has been circulated about setting up a meeting.

Mr. Yontar is talking to Peter Frazier from Hilltop Securities about presenting about the municipal bond issuance process on either October 15<sup>th</sup> or October 29<sup>th</sup>.

The next meeting could include discussion of the DPW Facility, the Finance Subcommittee reports, and the Fire Department report, while the meeting on October 29<sup>th</sup> could include Peter Frazier/Hilltop Securities, the report on the Recreation Department, and reports for some of the departments included in the Administration Subcommittee.

**Public Safety Subcommittee-Police Department Report:** The Committee discussed the report for the Police Department, which was presented by Mr. Yontar, who noted that there are no new requests for FY22-FY26. The Committee discussed the following requests:

- Item 23 (Parking Control Officer vehicles):
  - Mr. Yontar explained that these vehicles are purchased for use in parking enforcement, because there are safety/security issues around Parking Control Officers (PCOs) using their personal vehicles during enforcement activities.
  - Mr. Moore questioned whether the vehicle specified in the request is still sold in the United States, and after Mr. Barr confirmed that it is no longer available, Mr. Yontar said that he would consult with the Police Chief to update the vehicle description and the cost estimate (if needed). Mr. Yontar suggested that this item be held until more information is available.
  - Mr. Pooler asked whether the Parking Fund can pay for half of this cost, and Mr. Yontar said that we would need to determine the fund balance available. Ms. Marshall estimated that the Town collect approximately \$550,000 last year.
- Item 24 (Police vehicle replacement):
  - Mr. Yontar explained that this is part of the normal ongoing cycle of replacing police cruisers, which are now all the equivalent of Ford Explorer SUVs. He also explained that the vehicles need to be replaced relatively frequently because while they are not driven long distances, the engines are running for long periods of time and they are in use for many hours/shifts throughout the day. As a result, the total “engine hours” is often a more useful measure than simply looking at odometer or the age of the vehicle.
  - The Committee discussed whether this item will need more funding in the future, since it is not keeping pace with the stated replacement cycle. Mr. Pooler indicated that they have been able to work within the funding available and extend the life of the vehicles. They have not requested additional funding at this time, but might need to do so in the future. Mr. Yontar said that he would discuss this question with the Police Chief.
- Item 25 (Bulletproof vests):
  - Mr. Yontar indicated that this is an ongoing item, with the only change being the additional fiscal year.
  - Mr. Yontar explained that the issue around mandatory use has been resolved, which allows the Police Department to seek half of the funding from a US Department of Justice grant program. This request does not assume receipt of this grant, so the request is for the full amount.
  - Due to COVID-19 related restrictions on measuring officers for the equipment, the Police Department has not been able to spend current year

or prior year funds this year, so that is why there is no funding requested for FY22 for this item.

- Based on a question from Ms. Cody, Mr. Yontar clarified that the amount of the request would be cut in half if the grant is received, so there would potentially be money left over. Ms. Cody also asked whether there is any reason to expect that the grant will not be received and Mr. Yontar explained that it is a first-come, first-served program, so there is a danger that the funds could run out even though the Police Department intends to apply for the program as early as possible.
- Item 26 (Automatic external defibrillators)
  - The Committee asked whether the Town could get a better deal if there was a joint procurement between Police and Fire.
  - Ms. Loosian asked if the maintenance of these units is paid from the operating budget, and Mr. Yontar said that it is, although there doesn't appear to be a specific line item for this expense.
- Item 27 (Animal control vehicle)
  - Mr. Yontar described this request and the Committee did not have any questions.

The Committee also reviewed the prior year balances, including the recommendation to sweep \$60 that is unspent from the FY18 police service weapon item and keep the rest of the prior year balances. Mr. Yontar noted that there should be some unspent balances in Item 151 (Community Safety Building Renovation Phase 3), but that the funds will be kept in this account for now, until the remaining capital improvements have been completed.

Mr. Moore made a motion to approve all of the Police Department capital requests, with the exception of Item #23 (Parking Control Officer vehicles), pending additional information on the vehicles to be purchased and the associated cost. This motion was seconded by Mr. Wallach and approved unanimously.

**Administration Subcommittee-Clerk's Office Report:** The only item being requested is an electronic system for voters to check in and check out at polling stations, to replace the current paper logs. They have two iPads with this system already and are looking to purchase two more and then eventually have one unit at all 21 precincts. The units also come with a printer that gives out a receipt that is turned in when people check out after voting. Maintenance and operations of these units would be in the operating budget.

- Mr. Barr asked about the replacement cycle for the units and Ms. Cody replied that it typically the same as the useful life of a standard iPad.
- Mr. Yontar asked if these can be used for another purpose (since elections happen infrequently) and Ms. Olszewski replied that they can repurposed once they have been replaced with a new unit, but likely can't be used for another purpose in between elections, due to security issues. Mr. Yontar noted that the useful life will therefore be tied to the obsolescence of the iPads (which he estimated at ~5 years), not the physical wear and tear on the units.
- Mr. Wallach asked whether the printers need to be replaced as frequently, and Ms. Loosian indicated that their replacement cycle is likely to be longer.

**Administration Subcommittee-Personnel Department Report:** There are no new requests from the Personnel Department, just ongoing expenditures of existing projects. The Town will need to wait until MUNIS is upgraded before installing the applicant tracking/on boarding application, since it is dependent on the new version of MUNIS.

**Administration Subcommittee-Purchasing Department Report:** Ms. Olszewski provided an overview of the centralized copier purchase program. She noted that the Purchasing Agent tries to economize wherever possible, including determining if departments can operate with a less expensive copier than they initially request and trying to get an extra year of useful life out of each copier beyond the normal five years. Based on this, there should be money available to sweep, but the exact amount will not be known until he determines how much he has to spend on buy outs of leases.

**Administration Subcommittee-Select Board Report:** There are no new requests, and the new voting machines have been purchased and the prior year balances have been spent. As a result, there is small amount of money that can be swept. No new capital requests are expected in the future.

Mr. Moore made a motion to approve all four reports from the Administration Subcommittee, which was seconded by Mr. Barr and approved unanimously.

**New Business:** Mr. Yontar noted that Ms. Cody had been recognized in an article in the Arlington Advocate, in reference to the Town receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada, for the Fiscal year 2019 Comprehensive Annual Financial Report (CAFR). The Committee applauded Ms. Cody, who also noted that the Town's free cash balance had been certified by the state.

**Meeting Adjournment:** The meeting adjourned unanimously at 6:15pm (moved by Ms. Loosian, second by Mr. Moore).